



STATE CONTROLLER'S OFFICE

Wisconsin Department of Administration – Division of Executive Budget and Finance

FY2017 Year-End Processes Expenses

Background

Expenses Out-of-Sync/Mismatch Query's

Several queries were created to identify Expense Reports where the Budgetary and Fiscal Year information entered created and generated corresponding entries in the Budget and Actuals Ledgers that are inaccurate, or incorrect.

Key fields for FY End in Expenses

Budget Date Field – In Expenses you are not able to see or edit this date, it will be the same as the Accounting Date.

Accounting Date Field – The Accounting Date field appears on the Voucher Header, Distribution Line, and Voucher Accounting Line (the Voucher Distribution Line is used to create the Voucher Accounting Line when the Voucher is "Posted"). The "Accounting Date" is used to determine the Accounting Period and Fiscal Year the entry is "Posted" to the Actuals Ledger.

Note – the Budget Date and Accounting Date for the transaction should be within the same Budget Fiscal Year (not to create an "Out of Sync" condition).

Budget Reference Field – The Budget Reference field identifies the Budget Fiscal Year corresponding to the transaction. The budget reference field indicates which budget authority is used. If a PO is carried over from a FY17 to FY18 it retains the FY17 budget authority. If an ER transaction in FY18 has a Budget Reference of FY17 then the ER will use budget authority from any PO's carried over from FY17 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY17 on a FY18 ER transaction will result in an error message and the transaction cannot be processed until the error is corrected.

Note - this field does not generate any type of budgetary entries, but should match (fall within) the Budget and Accounting Date of the corresponding transaction.

These inaccuracies will cause Out-of-Sync and Mismatch entries in the ledgers that will need to be reconciled. The tasks below outline what should be for each of the following conditions

Expense Reports Process Actions

Task 1: Run Query WI_EX_BU_STATUS_SUMMARY

BUD Ref: FY2016

This query will list the number of ER transactions, by BU, coded to FY16 for each status. Those ER listed with a status of Closed, Denied, Paid or Staged do not need to be analyzed. All other statuses will require some analysis to determine what steps are necessary to complete these transactions. You should make sure that the Accounting line information has the correct FY included and that the accounting date is updated to current.

Based on the status of the ER in the WI_EX_BU_STATUS_SUMMARY query, you will need to take the following actions

- **On Hold** - Run WI_EX_BU_STATUS_FY2016_DTL
- **Approved for Payment** - Run WI_EX_BU_STATUS_FY2016_DTL
- **Submitted** – Run WI_EX_BU_STATUS_FY2016_DTL
- **Approvals In Process** - Run WI_EX_BU_STATUS_FY2016_DTL
- **Pending** – Run WI_EX_BU_STATUS_FY2016_DTL
- **Staged** - No Action needed



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Task 2: Run Query WI_EX_BU_STATUS_FY2016_DTL **This should be completed by EOD 06/29/2017**

This query will give you detail information on the data provided in Task 1 (such as EMPL ID, EMPL Email, ER#)

Select status of: On Hold, Approvals in Process, Submitted for Approval, Pending

* For all the Bud Ref will need to be updated to FY2017, unless the ER is linked to a TA from FY2016

- **On Hold** – Approve, Send Back or Deny by EOD 06/29 (will need to be done by the Employee with the Hold*)
- **Approved for Payment** – Contact SCO
- **Submitted** – Approve, Send Back or Deny by EOD 06/29
- **Approvals In Process** – Approve, Send Back or Deny by EOD 06/29
- **Pending** – Submit & Approve or Delete by **EOD 07/20**

Note: This query may list some ER's multiple times (as many as 11,000+) because it has a separate line for each supervisor ID in the system. Ignore these extra lines because only the ER # is needed for the analysis.

Task 3: Run Query WI_EX_PEND_RPTS_WBUDGET_FY2017 **This should be completed by EOD 06/29/2017**

This query will show the list of pending ERs that have a budget linked to them, and the ER passed budget check. THESE ARE THE PENDING TRANSACTIONS THAT NEED TO BE RESOLVED BY EOD 06/29. If the ER will not be approved and recorded as a FY17 transaction by 07/20 then the ER should be deleted. This process will result in the reversal of the budget reservation in the KK ledger in FY17,

- Submit by EOD 06/29 if this ER should be reimbursed with FY2017 (then follow Task 5)
- Delete by EOD 06/29 if this ER should not be reimbursed, to relieve the FY2017 budget that was encumbered (due to the bug prior to image update)

Any Expense Reports that remain in the three above queries on 06/30 will be deleted by SCO.

No notification will be sent to the Employee about the delete.

Task 4: Run Query WI_EX_BU_SUMMARY

BUD Ref: FY2017

This query will list the number of ER transactions, by BU, coded to FY17 for each status. Those ER listed with a status of Approved, Closed, Denied, Paid or Staged do not need to be analyzed. All other statuses will require some analysis to determine what steps are necessary to complete these transactions for FY17.

Based on the status of the ER in the WI_EX_BU_SUMMARY query, you will need to take the following actions

- **Staged** – No Action Needed
- **On Hold** - Run WI_EX_BU_STATUS_FY2017_DETAIL (will need to be done by the Employee with the Hold*)
- **Approved for Payment** – No Action Needed
- **Submitted** - Run WI_EX_BU_STATUS_FY2017_DETAIL
- **In Process** - Run WI_EX_BU_STATUS_FY2017_DETAIL
- **Pending** - Run WI_EX_PENDING_EXP_RPTS_BY_BU

Task 5: Run Query WI_EX_BU_STATUS_FY2017_DETAIL **This should be completed by EOD 07/20/2017**

This query will give you detail information on the data provided in Task 1 (such as ER#)

Select status of: On Hold, Approvals in Process, Submitted for Approval

- **Submitted for Approval** - Agency needs to Approve these transactions with an accounting date of 06/30/2017 by EOD 07/20 for them to hit FY2017 (ER needs to be in Approved for Payment status). All others will need to be Sent Back or Denied to relieve the FY2017 budget by EOD 07/20.



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- **Approvals In Process** - Agency needs to Approve these transactions with an accounting date of 06/30/2017 by EOD 07/20 for them to hit FY2017 (ER needs to be in Approved for Payment status). Any that are not approved will need to be Sent Back or Denied to relieve the FY2017 budget.
- **On Hold** - Agency needs to Approve these transactions with an accounting date of 06/30/2017 by EOD 07/20 for them to hit FY2017 (ER needs to be in Approved for Payment status). Any that are not approved will need to be Sent Back or Denied to relieve the FY2017 budget.

Note: This query may list some ER's multiple times (as many as 11,000+) because it has a separate line for each supervisor ID in the system. Ignore these extra lines because only the ER # is needed for the analysis.

Task 6: Run Query WI_EX_PENDING_EXP_RPTS_BY_BU This should be completed by EOD 07/20/2017

This query returns all ERs that are in Pending status, sitting with the employee.

Agencies should review this data to decide if the ERs need to be completed for FY17 or not.

- Submit & Approve - all pending transactions that (your) Agency feels should be booked to FY2017 (with an accounting date of 06/30/2017) by 07/20.
- All other transactions will need to be Deleted or have their Bud Ref updated to FY2018 and update the Accounting Date to 07/01/2017 or later.

Any Expense Reports that remain in the three above queries on 07/20 will be Sent Back by SCO.

No notification will be sent to the Employee about the Send Back.

Entered Expense Report Data—What to watch for when approving ERs during the Close Period

- Bud Ref date = the FY in which the travel occurred (or expense incurred), unless that fiscal year is already closed, then you should use the current FY
- Accounting Date = the date in which the agency would like the expense to hit the GL (i.e. 06/30/2017 for FY2017 and 07/01/2017 & later for FY2018)
- Submission Date and Accounting dates, and Approved for Payment status date should be within the same FY. Either all 06/30/2017 & earlier or all 07/01/2017 & later.

Travel Authorization Process Actions This should be completed by EOD 07/20/2017

The Travel Authorization roll will occur the same weekend as the Purchase Order roll which is the weekend of 07/20/2017.

- Travel Authorizations that will never be used on an expense report should be closed.
- WI_EX_TRAVEL_AUTHORIZATION may be used to begin work on this task...
- Travel Authorizations that have been approved for FY2017 should be used on a corresponding expense report.

More details will be available at the next EX user group on 6/29/2017.

Please contact Kim Sell or Jim Behrend in SCO for assistance with the above tasks.

* Run this query to identify Approvers that have Expense Reports on hold EX_HOLD_RPT - Expense Reports on Hold